

# Campus Call

June 8, 2021

# Agenda

- WRS Lump Sum Rate
- eBenefits File - Updates
- Summer Prepay - Reminders
- HRS Provisioning Multiple Users
- Single Payroll – Communication
- Single Payroll – Salary Advances

# Wisconsin Retirement System (WRS) – Lump Sum Rate

- Lump Sum Rate
  - HRS uses a default hourly rate when there is an absence of a reported hourly rate
  - Effective **7/1/2021** the updated default rate is **\$31.21**
- Historic Lump Sum Rates:

Effective Date	Rate
7/1/2020	\$30.69
7/1/2019	\$29.80
7/1/2018	\$29.17

For more information on WRS, go to the [WRS web page](#). Additional information on WRS lump sum rates can be accessed on the [administrator's website](#)

Contact UW System HR at [uwshr@uwsa.edu](mailto:uwshr@uwsa.edu) with questions

# eBenefits File - Updates

- eBenefits file has two new folders added due to campus feedback
  - Correspondence
  - Legacy
- BN Naming Convention document has been updated
- <https://kb.uwss.wisconsin.edu/93451>

# Summer Prepay – Reminders

- If employee was termed and rehired, please reinstate their insurances by Monday, June 14
- 6M prepay disbursements will load on Tuesday, June 15 and be in Review Paycheck Wednesday, June 16
- If employee is terminated, refunds will be issued following the 6M payroll
- Summer Prepay Resource Landing Page  
<https://uwservice.wisconsin.edu/administration/prepay/>

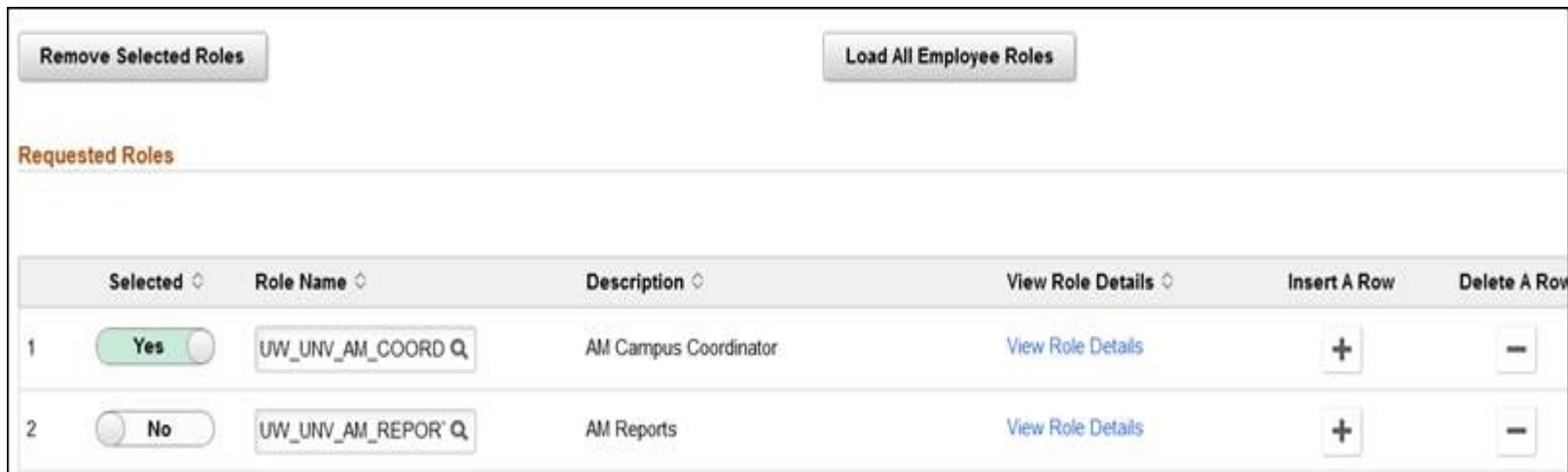
# HRS Provisioning Multiple Users

## New Multiple Employee Requests

- Now able to submit security role and row level security permission changes for multiple employees at once

## Update to Security Role Removals

- It is now easier to do a security role removal request. Select “Yes” using the slider bar for the security roles to remove from an employee’s access



The screenshot displays a web interface for managing security roles. At the top, there are two buttons: "Remove Selected Roles" on the left and "Load All Employee Roles" on the right. Below these buttons is a section titled "Requested Roles". This section contains a table with the following columns: "Selected", "Role Name", "Description", "View Role Details", "Insert A Row", and "Delete A Row".

	Selected	Role Name	Description	View Role Details	Insert A Row	Delete A Row
1	<input checked="" type="checkbox"/>	UW_UNV_AM_COORD Q	AM Campus Coordinator	<a href="#">View Role Details</a>	+	-
2	<input type="checkbox"/>	UW_UNV_AM_REPOR' Q	AM Reports	<a href="#">View Role Details</a>	+	-

Request HRS Security Roles in HRS KB: <https://kb.uwss.wisconsin.edu/44549>

# Questions?



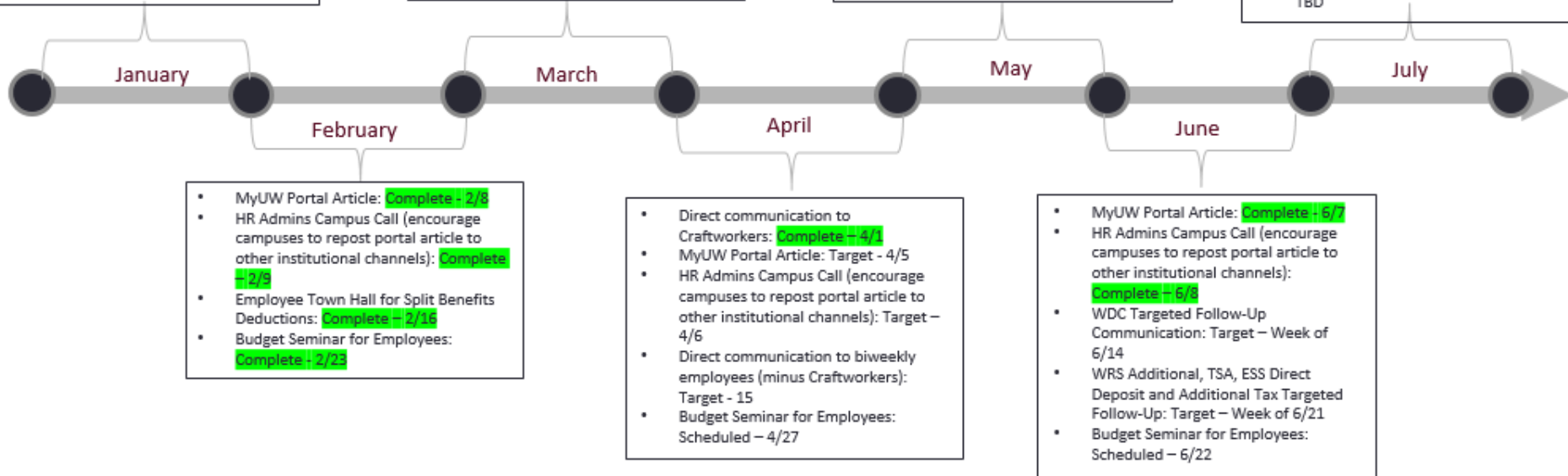
# Single Payroll Communication Timeline

- Email Communication to HR Directors: Complete - 1/12
- HR Admins Campus call (communication strategy): Complete - 1/12
- Complete informational web site for employees: Complete - Week of 1/18
- Send employee biweekly and monthly mailers: Complete - 1/25
- Send employee biweekly and monthly email communications: Complete - 1/26
- MyUW Portal Article: Target: Complete 1/27

- Employee Town Hall for Single Payroll: Complete - 3/3
- MyUW Portal Article: Complete - 3/8
- HR Admins Campus Call (encourage campuses to repost portal article to other institutional channels): Complete - 3/9
- Present at Joint Governance: Complete - 3/19
- Budget Seminar for Employees: Complete - 3/24

- MyUW Portal Article: Complete - 5/8
- HR Admins Campus Call (encourage campuses to repost portal article to other institutional channels): Complete - 5/4
- Employee Town Halls for Single Payroll: Complete - 5/4, 5/13 & 5/17
- Budget Seminar for Employees: Complete - 5/25

- Run/distribute reports to campuses to identify employees who have not updated their deductions: Target - TBD





# Single Payroll Employee Communications

- A MyUW Portal article will be posted on June 8 regarding Single Payroll
- We encourage campuses to re-post or link the portal article on campus websites, newsletters, Facebook pages, etc.
- We recommend linking the following resources on campus websites:
  - Single Payroll Project Readiness Page ([link](#))
  - Monthly/Single Payroll Landing Page ([link](#))

# Single Payroll Interim Policy on Salary Advances

- An interim policy has been established which creates a new salary advance program
- Limited in scope to monthly employees moving to the biweekly pay schedule to help mitigate the challenges of the transition
- Applies to any continuing UW System employee paid on a monthly basis prior to July 18, 2021
  - Madison employees are excluded
  - Student hourly employees are excluded
  - Employees with only lump basis appointments are excluded

# Single Payroll Interim Policy on Salary Advances

- Advance can be extended on one of the first two paychecks following the July 18 transition
  - July 30 or August 12 pay date for 12-month employees
  - Sept 9 or Sept 23 pay date for 9-month employees at institutions with academic contracts starting between August 15 –August 28
  - Sept 23 or October 7 pay date for 9-month employees at institutions with academic contracts starting between August 29 –September 11
- Advance can be up to 100% of one normal biweekly pay period based on FTE at the time of conversion or up to 50% of the normal monthly pay prior to the transition
  - Advanced amount may not exceed \$9,999.00
  - Lump sum payments cannot be included in the eligible amount

# Single Payroll Interim Policy on Salary Advances

- Employees must request the advance by completing a Transitional Salary Advance Request and Payroll Deduction Form and turning it in to their campus HR Office
- Salary advances are to be repaid in full via payroll deduction
- Repayment will be spread in equal amounts over the employee's next six paychecks, following the paycheck in which the advance was given
- Repayment must be completed in 2021. Any amount remaining unpaid as of 12/30/2021 for any reason shall be withheld from the paycheck dated 12/30/2021

# Single Payroll Interim Policy on Salary Advances

- Campus representative should sign as the person authorizing the salary advance
- The department accounting code can be left blank
  - Salary advances will follow the same funding as regular salary
- Human Resource Verification of eligibility can be left blank
  - UW Shared Services- PY Service Delivery will verify eligibility criteria
- Send forms to [serviceoperations@uwss.wisconsin.edu](mailto:serviceoperations@uwss.wisconsin.edu) for payment processing using a subject line of “Single Payroll Salary Advance”
  - Multiple employees can be combined on the Salary Advance Request excel template attached to the meeting invite
  - In anticipation of a potentially large volume, regular submissions of requests is appreciated

# Single Payroll Interim Policy on Salary Advances

- Deadline to submit forms to UW Shared Services:
  - 12 month contract employees:
    - July 30 pay date: Monday, July 12
    - August 12 pay date: Monday, August 2
  - 9 month contract employees:
    - September 9 pay date: Monday, August 30
    - September 23 pay date: Monday, September 13
    - October 7 pay date: Monday, September 27

# Single Payroll Interim Policy on Salary Advances

- UW Shared Services will process the salary advances on-cycle using the 'USA' – Salary advance earnings code
- UW Shared Services will automatically setup the corresponding repayment using the 'USA' – Salary advance earnings code
  - Spread equally over 6 paychecks
  - Will be reflected as a negative dollar amount
- 'USA' earnings code is auto approved
  - No level 1 or level 2 approval necessary

# Single Payroll Interim Policy on Salary Advances

- Both payments and repayments can be monitored using the HRS Payroll History – Pay Details query found under the payroll dashboard in UWBI

## Resources:

- Interim: Salary Advances for Employees Converting to Biweekly Pay ([UW System Administrative Policy 1200- interim 09](#))
- [Implementation Guidance and FAQ](#)
- [Transitional Salary Advance Request and Payroll Deduction Form](#)



# Questions?

